



**STATE OF LOUISIANA  
GRAMBLING STATE UNIVERSITY  
GRAMBLING, LOUISIANA**  
(A Member of the University of Louisiana System)

**INVITATION TO BID  
FOR  
PARKING & STADIUM ATTENDANTS FOR  
GRAMBLING STATE UNIVERSITY  
HOME FOOTBALL GAMES**

**Bid Opening Date**  
***August 17, 2016***

**Grambling State University  
Purchasing Office Conference Room  
403 Main Street  
Old President's Residence  
Grambling, LA 71245**

# Scope, Evaluation, Selection, and Award

## *1.1 Scope*

This invitation solicits bids to **Provide Parking and Stadium Attendants for Home Football Games** as described in this bid document. Any resulting contract issued shall be for one (1) year or Football Season with the option to renew two (2) additional years or Football Seasons under the same terms and conditions.

## *1.2 Evaluation and Selection*

All responses received as a result of this Bid shall be subject to evaluation by a duly authorized committee for the purpose of selecting the bidder with whom a contract shall be negotiated. Proposers shall address all topics listed below in a concise, comprehensive, and orderly manner. Proposers shall prepare their proposal using the enclosed Bid Form.

**1.2.1 Award will be based upon BID PRICE and evidence of ability to perform the Parking Tasks. Award will be made to the two (2) best bidders. We reserve the right to accept and award the two best bids.**

## *1.3 Basis of Evaluation and Selection*

The basis of evaluation and selection shall be as follows:

**1.3.1** The bid shall be evaluated to insure that all requirements have been met. Failure to meet all of these requirements shall result in rejection of the entire bid without further consideration.

**1.3.2** The next consideration shall be the **(Section 1.2.1)**.

**1.3.3** Grambling State University (GSU) reserves the right to require additional information from bidders, and to conduct necessary investigations to determine responsibility of bidders or to determine accuracy of bid information.

**1.3.4** Bidders meeting all requirements may be required to make oral presentations. Failure to comply shall result in rejection of the bid.

## *1.4 Pre-award Negotiations*

Upon determination of which bidder is the apparent and most responsive and responsible bidder, GSU shall negotiate final contract terms with that bidder. If for any reason the apparent lowest responsive, responsible bidder does not agree to a contract, its bid shall be rejected and GSU may then negotiate with the next best bidder.

**CAUTION: ANY BIDDER WHO SHIPS OR OTHERWISE EXPENDS TIME OR MONEY PRIOR TO AWARD AS DEFINED DOES SO AT THE BIDDER'S OWN RISK.**

## **1.5 Award**

**1.5.1** GSU reserves the right to reject any or all bids and waive any informalities.

**1.5.2** GSU is not liable for any cost incurred by the bidders prior to execution of a contract.

## **2.1 Sealed Bid**

*Each bidder shall submit one original copy of its bid.* Either the entire bid or the consideration section shall be sealed.

## **2.2 Bid Guarantee (Not Applicable)**

## **2.3 Performance Bond (Not Applicable)**

The successful bidder(s) shall be required to provide a performance (surety) bond or bank letter of credit in the amount of \$20,000 to ensure the successful performance under the terms and conditions of the contract negotiated between the successful bidder and the State. The performance bond/bank letter of credit shall be subject to forfeiture for failure on the part of the successful bidder to perform its obligations under the contract. Upon completion of the contract, the performance bond/bank letter of credit shall be returned to the selected vendor(s).

## **2.4 Notice to Bidders**

Each bidder is solely responsible for the accuracy and completeness of its bid.

## **2.5 Calendar of Events**

***Bidders Conference: August 9, 2016***

***Deadline to receive inquiries: August 9, 2016***

***Deadline to respond to inquiries: August 12, 2016***

***Bid opening date: August 17, 2016 at 2:00 p.m.***

## ***2.6 Bidder Inquiries***

No negotiations, decisions or actions shall be executed by any bidder as a result of any oral discussions with any Grambling State University employee. Only those transactions which are in writing, signed by Connie Hampton, Director of Purchasing may be considered as valid. Likewise, the University only considers communications from bidders which are signed and in writing.

A copy of all such inquiries shall be either mailed to the address below or emailed to:

**Grambling State University  
Attention: Mary Gipson  
P. O. Box 1169  
Grambling, LA 71245**

**OR**

**Email to: [gipsonm@gram.edu](mailto:gipsonm@gram.edu)**

## ***2.7 Changes, Addenda, Withdrawals***

If the bidder needs to submit changes or addenda, such shall be submitted in writing, signed in original ink by a representative of the bidder, cross-referenced clearly to the relevant bid section, in a sealed envelope, prior to the bid opening. Such shall meet all requirements for the bid. If the bidder chooses to withdraw his bid response, the withdrawal notice shall be in writing and received prior to bid opening.

## ***2.8 Alternate Bids***

Alternate bids shall be submitted separately, as individual bids.

## ***2.9 Bid Response Format***

The Bid Response may be formatted at the discretion of the Bidder, however, the Bidder shall document in detail his/her ability to meet the requirements as set forth herein.

## ***2.10 Signature***

At least one copy of the bid shall be signed in original ink on GSU's form by an authorized employee, agent, or representative of the bidder.

## ***2.11 Delivery of Bids/Bid Opening***

All copies of each Bid Response shall be mailed to:

Grambling State University  
Purchasing Office  
P. O. Box 1169  
Grambling, LA 71245

Or

The address for hand delivered bids is:

Grambling State University  
Purchasing Office  
403 Main Street  
Old President's Residence  
Grambling, LA 71245

Bids shall be opened and verbally read at 2:00 p.m. on August 17, 2016 in the *Purchasing Office Conference Room*.

**ALL BIDS BECOME A MATTER OF PUBLIC RECORD AT THAT TIME. BY SUBMITTING A BID, BIDDER SPECIFICALLY ASSUMES ANY AND ALL RISKS AND LIABILITY ASSOCIATED WITH INFORMATION MARKED CONFIDENTIAL IN THE BID AND THE RELEASE OF THE INFORMATION.**

Each bidder is solely responsible for the timely delivery of his/her bid. Failure to meet the bid opening deadline shall result in rejection of the bid.

### ***2.12 Prime Contractor Responsibilities***

The selected bidders shall be required to assume responsibility for all items offered in his bid whether or not he produces them. Further, GSU shall consider the selected bidders to be the sole points of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

***The Prime Contractor may not Sub-Contracted any work unless and/or until approved in writing by the University.***

### ***2.13 Acceptance of Bid Content***

The bid shall become contractual obligations if a contract ensues. Failure of the successful bidders to accept these obligations shall result in the rejection of their bid.

### ***3.1 Presentation***

Clarity of presentation is desired. Bids should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the

requirements of this bid. Elaborate binds, colored displays and promotional materials are not desired. Emphasis should be on completeness and clarity of content. It is not necessary for the bidder to return the bid package.

### ***3.2 Inclusion of Bidder Forms, Contracts, etc.***

Bidder contracts, forms or other materials and information not part of this bid may be submitted separately and clearly identified.

Bidders should not submit their preprinted contract forms. If such forms are submitted, they will not be considered in the evaluation, award, or in contract negotiations in accordance with La. R.S. 39:200 F.

### ***3.3 Number of Copies of Bid***

Two (2) additional copies of the bid are desired.

### ***3.4 Bid Validity***

All bids shall be considered valid for acceptance until 30 days after bid opening, unless the bidder provides for a different time period within its bid response. However, Grambling State University reserves the right to reject a bid if the bidder's response is unacceptable and the bidder is unwilling to extend the validity of its bid.

## **Part IV. Contract Clauses**

The following terms and conditions shall be required in all contracts, however, the exact wording of these clauses, with the exception of the fiscal funding clause, may be negotiated with the successful bidder. Just as it is written, it was justified.

### ***4.1 Fiscal Funding***

In accordance with La. R.S. 39:1615 C. And E., any contract entered into by Grambling State University as a result of this bid shall include the following Fiscal Funding Clause:

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature or Grant Funding Agency fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the

contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.”

All bidders should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

#### ***4.2 Patent and Other Proprietary Right Indemnity***

Contractor warrants that all materials and/or products produced hereunder shall not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any claim by any third party against GSU, the University shall promptly notify Contractor after becoming aware of such a claim and Contractor shall defend such claim in GSU’s name, but at Contractor’s expense and shall indemnify and hold harmless GSU against any loss, expense, or liability arising out of such claim, whether or not such claim is successful. GSU agrees to fully cooperate with the Contractor in the defense of any such action and recognize that Contractor shall have full control of any defense or settlement of the claim.

#### ***4.3 General Contract Terms***

The following general terms shall be among those included in any ensuing contract:

4.3.1 All contracts entered into as a result of this bid shall be interpreted under Louisiana Law.

# **BID FORM**

**BID DATE:**

**TO: Grambling State University  
Purchasing Department  
Old President's Residence  
P. O. Box 1169  
Grambling, Louisiana 71245**

**PROPOSAL FOR: Provide Parking Attendants for Home Football Games**

**BIDDER: \_\_\_\_\_ acknowledges  
receipt of the following, if applicable:**

**ADDENDA: NO. \_\_\_\_\_ DATED \_\_\_\_\_  
NO. \_\_\_\_\_ DATED \_\_\_\_\_  
NO. \_\_\_\_\_ DATED \_\_\_\_\_  
NO. \_\_\_\_\_ DATED \_\_\_\_\_**

**PERFORMANCE SECURITY: Upon award, the successful bidder(s) agree to provide a Surety Bond OR a Bank Letter of Credit in the amount of \$20,000 to guarantee performance. *(NOT APPLICABLE)***

**THE BIDDER: hereby declares that he has: a) carefully examined the Bidding Documents, b) a clear understanding of the Bidding Documents, c) personally inspected and is familiar with the project site, and d) hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of referenced project; all in accordance with the Contract Documents as prepared by the Grambling State University Purchasing Department.**

**I (WE) AGREE TO FOLLOW REQUIREMENTS, SEQUENCE AND FREQUENCY LISTED UNDER "MAINTENANCE PROCEDURES".**

**IF I (WE) FAIL TO FOLLOW THESE SPECIFICATIONS AND DOCUMENT THE "MAINTENANCE PROCEDURES" WITH THE OWNER OR IF THERE IS ANY EVIDENCE OF FRAUDULENT DOCUMENTATION, I (WE) WILL WITHOUT RESERVATION, FREELY FORFEIT THE CONTRACT ALONG WITH ANY MONIES DUE FROM THE DATE OF SUCH FINDING. ALL MATERIALS AND LABOR WILL BE LEFT INTACT AND I (WE) WILL NOT SEEK ANY RESTITUTION.**



**I (WE) HAVE READ THE ENTIRE SPECIFICATIONS AND WILL NOT USE OVERSIGHT AS AN EXCUSE FOR NOT FULFILLING MY (OUR) OBLIGATION.**

**For the purpose of identifying this project bid, this project bid shall be identified as follows for:**

**BID ITEM #1: Provide Parking Attendants for Home Football Games**

**The Bidder shall fill in the amount for this project. Contract selection and award will be based on this bid item.**

**Over Night Parking Services:**

\_\_\_\_\_ Dollar(\$\_\_\_\_\_)

**Games Day Parking Services:**

\_\_\_\_\_ Dollar(\$\_\_\_\_\_)

**AWARD AND EXECUTION OF CONTRACT:** The State nor Grambling State University shall incur no obligation to the Contractor until a contract is duly executed.

**If the Bidder is notified of the acceptance of the bids within thirty (30) days of the opening of bids, he agrees to execute a contract by the Owner, within ten (10) days after notice from the Owner that the instrument is ready for signature.**

**WITHDRAWAL OF BIDS:** The Bidder agrees that this Bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids, except in accordance with the provisions of Act 111 of 1983. This Bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

**SIGNATURE AUTHORITY:** In accordance with L. R. S. 39:1594 (Act 121), the person signing the bid must be:

- 1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or**
- 2. An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit; or**

**3. An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids.**

**By signing the bid, the bidder certifies compliance with the above.**

**NAME OF BIDDER:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**DATED:** \_\_\_\_\_

**NOTE: If Bidder is a corporation, write State of Incorporation under signature; if partnership, give full names of all partners.**

# **SPECIFICATIONS**

## **(Over Night Parking Services for Homecoming)**

Provide labor, materials and other incidentals as directed by the Athletic Director, necessary to perform parking services on the campus of Grambling State University for the 2016 football season.

1. Approximately fifteen (15) parking lots will be used for each game day Parking Locations. All personnel must be at least 18 years of age.
2. Two to Six personnel (work in shifts of two) required from 3:00 p.m. Friday to 9:00 am Saturday before the homecoming game, October 29, 2016, directing where to park and secure all parking lots in the following areas:

### **General Admission:**

- a. RWE Jones Drive and Stadium Drive (Water Tower)
- b. RWE Jones Drive and Blalock (Between Tiger Village 300 & Tiger Village Clubhouse, approximately 90 spaces)
- c. RWE Jones Drive and Cole St (JT Stewart, approximately 89 spaces)
- d. RWE Jones Drive and Dickerson St (Charles P Adams & Woodson, approximately 155 spaces)
- e. Washington Complex College St and Dickerson St (Side entrance towards President's House)
- f. RWE Jones and Central (Old Wheatley Building)
- g. Main Street and Central ( Parking Lot across from Police Station)
  - **Reserved Lots:** Behind the Softball field (RV) Lot E directly behind the Scoreboard (reserved cars) Roaring Tiger Lot (Stadium drive home side)
  - President's Lot ( in front of the Stadium)
  - **Collecting Money and Distributing Parking Tickets:**
  - Attendants (at least 4) will collect money from all cars or RV's that do not have pre-paid reserve parking. The game day fee for the Fall Semester of 2016 is **\$12.00 for cars, \$80.00 tailgaters and \$105.00 for RV game day parking.**
  - All cars or RV that have reserve pre-paid parking will be allowed to park in their designated area as long as their parking decal is properly displayed.

- Campus Police or hired Police should be in place where all money is being collected. All personnel MUST be a minimum of 18 years old. Two (2) personnel from 12:00 pm to 12:00 am the Friday immediately preceding Homecoming.
- h.* All parking collection will stop at the end of the 3<sup>rd</sup> quarter or when notified by an Athletic Department representative.
- i.* All collections will be delivered to the Athletic Ticket Office. At that time all attendants should immediately report to the Tickets Office to have all money bags locked in the Ticket Office vault. The reconciliation of ticket sales and monies collected will be performed each Monday following a Saturday home game. After the reconciliation both parties will sign off on the reconciliation sheets and the Ticket Manager will be escorted by University Police to the Cashier's office for deposit. The successful bidder(s) must account for pre-numbered tickets received. The successful vendors must provide sign-in logs with each invoice submitted for payment. Successful vendors must provide their personnel with their own change funds,

## **SPECIFICATIONS**

### (Game Day Parking Services)

Provide labor, materials and other incidentals as directed by the Athletic Director necessary to perform parking services on the campus of Grambling State University for the 2016 football season.

1. Approximately fifteen (15) parking lots will be used for each game day Parking Locations.
2. Campus Police or hired Police should be in place where all money is being collected. All personnel **MUST** be a minimum of 18years old.
3. Parking attendants (at least 4 at each location) will collect and direct cars where to park in the following areas:

4. **General Admission:**

- RWE Jones Drive and Stadium Drive (Water Tower)
- RWE Jones Drive and Blalock (Between Tiger Village 300 & Tiger Village Clubhouse)
- RWE Jones Drive and Cole St (JT Stewart)
- RWE Jones Drive and Dickerson St( Charles P Adams & Woodson)
- Washington Complex College St and Dickerson St (Side entrance towards President's House)
- RWE Jones and Central (Old Wheatley Building)
- Main Street and Central ( Parking Lot across from Police Station)
- **Reserved Lots:**Behind the Softball field (RV)Lot E directly behind the Scoreboard
- (reserved cars) Roaring Tiger Lot-Lot A (Stadium drive home side)
- President's Lot-Lots B and C ( in front of the Stadium)

- **Collecting Money and Distributing Parking Tickets**  
Attendants (at least 4) will collect money from all cars or RV's that do not have pre-paid reserve parking. The game day fee for the Fall Semester of 2016 is **\$12.00 for cars, \$80.00 tailgaters and \$105.00 for RV game day parking.** All cars or RV that have reserve pre-paid parking will be allowed to park in their designated area as long as their parking decal is properly displayed.
- Campus Police or hired Police should be in place where all money is being collected. All personnel **MUST** be a minimum of 18 years old.
- Two (2) personnel, per parking lot from 6:00 a.m. until halftime each Saturday game day.
- All parking collection will stop at the end of the 3<sup>rd</sup> quarter or when notified by an Athletic Department representative.
- All collections will be delivered to the Athletic Ticket Office. At that time all attendants should immediately report to the Tickets Office to have all money bags locked in the Ticket Office vault.
- The reconciliation of ticket sales and monies collected will be performed each Monday following a Saturday home game. After the reconciliation both parties will sign off on the reconciliation sheets and the Ticket Manager will be escorted by University Police to the Cashier's office for deposit.
- The successful bidder(s) must account for pre-numbered tickets received.
- The successful vendors must provide sign-in logs with each invoice submitted for payment.
- GSU personnel will provide their own change funds.

## **Specifications**

(Usher Attendants)

Provide labor, materials and other incidentals as directed by the Athletic Director, necessary to perform ushering services on the campus of Grambling State University for the 2016 football season.

1. Greet patrons attending entertainment events
2. Examine tickets or passes to verify authenticity, using criteria such as color and date issued.
3. Guide patrons to exits or provide other instructions or assistance in case of emergency.
4. Maintain order and ensure adherence to safety rules.
5. Provide assistance with patrons' special needs, such as helping those with wheelchairs,
6. Direct patrons to restrooms concession stands.
7. Refuse admittance of seating section to undesirable person or persons without tickets or passes.
8. Settle seating disputes and help solve other customer concerns.
9. Assist patrons in finding seats.
10. Search for lost articles or for parents of lost children.



## Home Games Schedule

<b><u>Date</u></b>	<b><u>Start time</u></b>	<b><u>Game Location</u></b>
September 3, 2016	6:00 p.m.	Eddie Robinson Stadium
September 24, 2016	6:00 p.m.	Eddie Robinson Stadium
October 29, 2016	2:00 p.m. (HC)	Eddie Robinson Stadium